



IS Business Automation Cons/Admin - PROMOTION

Unemployment Insurance Division

Job Announcement Code: 14-00251

[Printable Job Announcement](#)

This promotional job opportunity is open **ONLY** to current classified state employees from within this agency.

Individuals eligible to apply include:

- Permanent classified state employees currently employed by this agency (including employees on probation)
- Seasonal state employees employed by this agency
- Employees of this agency who are on a leave of absence
- Employees of this agency who are in layoff status

Deadline

February 3, 2014

Salary Information

Starting salary is between \$54,331 and \$99,426 per year depending upon qualifications. This classification is in pay schedule-range 07-02. Pay upon promotion is based on the compensation rules applicable to the transaction. A six-month probationary period is required.

Introduction

The Department of Workforce Development is seeking an IS Business Automation Consultant/Administrator in the Bureau of Management and Information Services. This position is located at 201 E. Washington Avenue in beautiful downtown, Madison.

Job Duties

This position serves as the technical expert for the UI Division administration regarding all aspects of the UI Benefits, Tax and Legal information systems. This position also provides guidance, direction and consultation to agency management and to other state and federal managers about the information systems that support the UI Benefits, Tax and Legal programs. This position is involved in development of the division's strategic information technology policies and standards, as well as implementation of the plans and monitoring of plan timelines and service level. This position serves as the primary contact with Information Systems managers regarding UI state and federal statutes, rules and regulations governing the program. As the section leadworker, this position coordinates the activities of section staff including the activities of project leaders/system liaisons who work on several projects/system enhancements simultaneously. This position also monitors the ongoing operation of the UI Benefits, Tax and Legal systems and any interaction with other systems through program liaisons, contacts with other division staff, and with agency IS staff.

Required Knowledge, Skills and Abilities

Knowledge of: information system concepts, principles, practices, techniques, and methodologies; Wisconsin's UI Law; methods and procedures used to determine individual claimant entitlement and continued eligibility for UI benefits; information systems; system analysis methods; research methods and techniques. Written communication skills. Oral communication skills. Ability to prepare materials and presentations in complex and controversial areas including development of new laws, rules and policy as well as interpretation of existing laws, rules and policies. Ability to use software development tools.

Background Check

Due to the nature of this position, a criminal background check and other background checks will be conducted prior to making an offer of employment.

How to Apply

This promotional job opportunity is open **ONLY** to current classified state employees from within DWD.

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Your responses to the exam will be used to determine your eligibility for this vacancy. Do not substitute a resume or other work products for answers to the exam questions. Application/examination materials must be completed and finalized on-line by 11:59 PM on the deadline date.

The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of job experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process. Address questions regarding the position to Christine Goslawski at CMGJobs@dwd.wisconsin.gov or 608.266.8332.